

DELAWARE TRANSIT CORPORATION

POSTING NO 090-2009

CURRENT EMPLOYEES ONLY
POSITION VACANCY POSTING

DATE OF POSTING June 11, 2009

CLOSING DATE June 18, 2009

METHOD OF APPLICATION: COVER LETTER/RESUME

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 18, 2009**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 122 JOB CODE #: 158

POSITION TITLE District Facilities Coordinator – New Castle County

PAY GRADE 13 PAY RATE PAY RANGE \$17.973846 - \$23.965128
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Support Services
SECTION Facilities

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Tuesday - Saturday

SUMMARY OF POSITION:

The District Facilities Coordinator is responsible for directing and coordinating all aspects of maintenance for facilities within a district, including vehicle maintenance and operations facilities, passenger terminals, offices, bus shelters, and signs. Responsibilities include inventorying amenities; conducting regular inspections to determine the condition of facilities and systems identifying maintenance or replacement requirements; planning and scheduling ongoing maintenance and repairs, including periodic renovations or facilities modifications; overseeing and coordinating the work of contractors and others responsible for maintenance work to include reviewing of invoices to ensure that work that DTC has been billed for has been completed; maintaining appropriate records and reports; participation in maintenance cost estimates for budget and related purposes. The Facilities Coordinator oversees the work of trades contracts to ensure products and services are consistent with DTC standards and specifications.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER
SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications

Please address each Preferred Qualification separately. Failure to do so could result in a disqualification.

1. Experience with planning and scheduling ongoing facilities maintenance and repairs, including the direction and oversight of contractors.
Applicants must detail all their experience in the types of facilities maintenance and repairs planned and scheduled and the level of oversight of contractors.
2. Experience reading and interpreting blueprints, specifications, and schematics.
Applicants must detail all their experience in reading and interpreting blueprints, specifications, and schematics.
3. Experience in managing building systems and components, including basic operations, maintenance and repair techniques.
Applicants must detail all their experience in managing building systems and components utilized in facility maintenance and repair.
4. Experience in basic computer software including word processing and spreadsheet programs.
Applicants must detail all their experience in basic computer software programs

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Minimum Qualifications."

Req.# 700786